



Duty Statement

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Office of Historic Preservation	Associate State Archeologist	549-084-2809-011
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Office of Historic Preservation	Associate State Archeologist	R10
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Archaeology & Environmental Compliance	Sacramento, CA	
STATE HOUSING (Check only if required)		IMMEDIATE SUPERVISOR
<input type="checkbox"/> State Housing Required		Supervisor, Cultural Resources Program
POSITION DESCRIPTION		
<p>Under the general direction of the Supervisor, Archaeology and Environmental Compliance Unit, as professional staff to the State Historic Preservation Officer (SHPO), the incumbent performs with considerable independence and accountability, the more difficult and complex work in cultural resources management (CRM) and archaeological research mandated on the SHPO by: (1) the National Historic Preservation Act (NHPA) and related statutes, regulations and guidelines, and by (2) certain provisions of the California Environmental Quality Act (CEQA), and other sections of the California Public Resources Code, and related regulations and guidelines. Duties center on daily interaction – typically through meetings, correspondence, and telephone work – among the incumbent and representatives of governmental agencies, the private sector, Native American tribes, and environmental and CRM professionals. The incumbent shall apply an understanding of scientific methods and principles in the identification, research, and solution of problems in the area of CRM. The incumbent reviews and comments on or prepares documents that deal with historic properties identification, evaluation, treatment, and registration, and recommends to the SHPO federal agency management actions that may assist in preserving or otherwise addressing historic properties. In furtherance of this objective, the incumbent may assist SHPO management in developing policies, guidelines and standards that would be used by governmental agencies, appropriate professionals and interested persons to identify, evaluate, document, and manage cultural resources in a satisfactory manner under applicable environmental law and regulation</p>		
ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
40%	Reviews and analyzes, from both an academic and regulatory perspective, the more complex environmental documents that are prepared pursuant to federal or state environmental statutes, guidelines, and regulations to address the impacts of projects on the historic environment. Such documents include archaeological survey reports, archaeological evaluation reports, general plans, cultural resources management plans, archaeological research designs, and finding of effect documents. The incumbent assesses the adequacy of such documents for meeting the regulatory requirements of Section 106 of the National Historic Preservation Act. Attends meetings as necessary to provide regulatory guidance and to facilitate the resolution of consultation issues. The incumbent may interact with Native American tribes and other interested parties regarding cultural resources issues of importance to the tribes.	
25%	Provides written and verbal comment, on behalf of the State Historic Preservation Officer, in response to projects submitted to the California Office of Historic Preservation for review. When appropriate, briefs the unit supervisor or the State Historic Preservation Officer about responses that may be controversial or otherwise cause concern in relation to project impacts on historical resources.	



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15%	Reviews, analyzes, and revises, or prepares, the more complex, comprehensive and lengthy agreement documents such as memorandums of agreement and programmatic agreements that stipulate how the effects of a project or entire program on the historic, archaeological, and cultural environment will be taken into account.	
10%	Prepares guidance, standards, research designs, plans, manuals, and other products used by government agencies, the private sector, professionals in appropriate disciplines, and by the interested public in identifying, evaluating, and managing the historic, archaeological, and cultural environment.	
5%	Trains SHPO stakeholders, SHPO staff, or student interns in the theory and practice of regulatory compliance, and in the interpretation and use of environmental statutes, regulations, and guidelines that address the historic cultural environment.	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.	
TYPICAL WORKING CONDITIONS		
Office environment.		
SPECIAL REQUIREMENTS:		
None		
The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.		
SUPERVISOR STATEMENT: I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.		
SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE
EMPLOYEE STATEMENT: I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.		
EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE